



CITY OF ALEXANDRIA  
OFFICE OF BUILDING AND FIRE CODE ADMINISTRATION  
301 KING STREET, SUITE 4200  
ALEXANDRIA, VIRGINIA 22314  
703.746.4200  
ALEXANDRIAVA.GOV/CODE



## COMMERCIAL PROJECT DATA SHEET

**1. PROJECT NAME**

\_\_\_\_\_

**2. PROJECT ADDRESS / UNIT NO.**

\_\_\_\_\_

**3. DESIGN CODE & EDITION**

☐ IBC ☐ IRC ☐ IEBC ☐ IPC ☐ IMC ☐ NEC

**4. CHANGE OF OCCUPANCY?** ☐ No ☐ Yes

If "YES", SPECIFY: FROM \_\_\_\_\_ TO \_\_\_\_\_

**5. OCCUPANCY/USE CLASSIFICATION**

**6. MIXED USE BUILDING?** ☐ No ☐ Yes

\_\_\_\_\_  
(LIST ALL OCCUPANCY/USE CLASSIFICATIONS)

**7. TYPE OF CONSTRUCTION**

☐ IA ☐ IB ☐ IIA ☐ IIB ☐ IIIA ☐ IIIB  
☐ IV ☐ VA ☐ VB

**8. OCCUPANT LOAD**

**9. SCOPE OF WORK AREA** \_\_\_\_\_ FT<sup>2</sup>

**10. NUMBER OF BUILDING STORIES**

**11. BUILDING HEIGHT**

**12. TOTAL FLOOR AREA (GROSS)** \_\_\_\_\_ FT<sup>2</sup>

**13. BUILDING SPRINKLERED?** ☐ No ☐ Yes

If "YES", SPECIFY:

☐ FULL ☐ PARTIAL  
☐ NFPA 13 ☐ NFPA 13R ☐ NFPA 13D

**14. FIRE ALARM?** ☐ NOT REQUIRED ☐ No ☐ Yes

If "YES", SPECIFY:

☐ EXISTING ☐ ALTERED ☐ PROPOSED

**15. STANDPIPES?** ☐ NOT REQUIRED ☐ No ☐ Yes

If "YES", SPECIFY:

☐ EXISTING ☐ ALTERED ☐ PROPOSED

**16. OTHER FIRE PROTECTION SYSTEMS?**

☐ No ☐ Yes

If "YES", SPECIFY SYSTEM TYPE(S):

**17. ACCESSIBILITY OF BUILDING**

☐ EXEMPT ☐ FULLY ☐ PARTIAL

If "PARTIAL", COMPLETE & SUBMIT AN  
'ALTERATION COST OF ACCESSIBILITY  
CERTIFICATE' FORM

**18. MODIFICATION REQUEST?** ☐ No ☐ Yes

If "YES", SPECIFY MODIFICATION NO.:

**NOTES**

- Permit(s) must be posted on the job site at all times
- No changes to the approved plans will be made without written approval from the Code Administration
- Lot location surveys/wall checks must be submitted before the framing inspection is scheduled and conducted
- Inspections may be scheduled or canceled using the 24 hour "ACCESS" system: **703-838-4900**. Inspection results and permit/plan status are also available through "ACCESS" or online using "Permit Tracker" (alexandriava.gov/fire/code)
- For more information, visit Code Administration online: **alexandriava.gov/code**